



JOB DESCRIPTION

Position Title: **Director**

Working Area: **Human Resources**

Class Code: 3507

Exempt

EEO Code: 01

Effective Date: August 30, 2002

Major Function

Professional and managerial work responsible for directing the operations of the Human Resources Department.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Develops, recommends, and implements operating policies, procedures, and programs to affect the efficient and effective operations of the Human Resources Department.

Exercises authority as provided under the personnel policies to include policy development, interpretation and enforcement.

Provides direction to and supervises the activities of all sections within the department to include: benefits administration, compensation and classification management, recruitment and selection, member services, and training and development.

Responds to citizen complaints, researching problems and formulating solutions and responses. Advises the County Manager as appropriate of relevant unresolved complaints.

Exercises final authority as delegated by the County Manager, regarding hiring, termination, performance evaluations, disciplinary and/or commendatory actions for members of the Human Resources Department.

Coordinates and participates as a member of the management team for Labor Relations and Labor Negotiations conducted by the County.

Prepares and presents the Departments' annual budget and assures continued adherence to the parameters of the adopted budget.

Coordinates selected special projects as assigned by the County Manager, Deputy County Manager or Board of County Commissioners.

Prepares all necessary reports on departmental activities as required by the County Manager or appropriate regulatory agencies.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Extensive knowledge of the current practices and procedures of Human Resources Management and their application to the operation of a full service public organization. Considerable knowledge of the programs and services offered by a Human Resources Department.

Ability to plan, organize, and direct effectively the operation of department. Ability to communicate effectively, both orally and in writing, with supervisors, County Staff, and the general public. Ability to establish and maintain effective working relationships with a broad spectrum of personnel with the County organization, other governmental agencies and the general public.

Skilled in preparing and presenting budgets, reports, and establishing goals and objectives for the department.

Bachelor's Degree in Public or Business Administration, Human Resource Management, or a related field and five (5) years' responsible experience in Human Resource Management, two (2) years' of which must have been at a management level.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

This position is an appointed service classification.

Working Conditions

The work environment for this position is a general office setting. The incumbent performs most duties sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.